

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Home-to-Work Use of Office of Security Vehicles

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|---|----------|-----------|--------------------|---|------|
| FR | | EXTENSION | | NO. OS 2 5193 | STAT |
| Director of Security 4E60 Headquarters | | | | DATE 13 APR 1982 | STAT |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) | |
| | RECEIVED | FORWARDED | | | |
| 1. DDA Registry 7D18 Headquarters | | | | | |
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82-0958

13 APR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

STAT

SUBJECT: Home-to-Work Use of Office of Security Vehicles

REFERENCE: Headquarters Regulation

STAT

1. Action Requested: This memorandum requests that you continue authorization for the home-to-work use of four official vehicles by selected Office of Security personnel in accordance with Headquarters Regulation

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2. Basic Data: Headquarters Regulation authorizes the home-to-work use of Government-owned vehicles when the Deputy Director for Administration determines that official duties of personnel warrant such use.

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For several years (with a relatively brief interruption) selected personnel of the Office of Security have been authorized to use Government-owned vehicles in commuting between home and work. As discussed in more detail below, such use has been warranted by the official duties and responsibilities of the individuals involved. The officers authorized home-to-work use of these vehicles are:

Director of Security
Chief, Physical Security Division
Chief, Headquarters Security Branch
Security Support Division (SSD) Duty Officer

Periodically the Office of Security reviews this issue to validate that continuation of this practice and authorization is warranted. The last review of this issue was made in December 1980 resulting in a determination on 7 January 1981 by the Deputy Director for Administration that the practice was warranted.

OS 2 5193

3. Staff Position: Continuation of the practice of home-to-work use of Government-owned vehicles by the incumbents of the above-cited positions has once again been reviewed by this Office. This up-to-date review has reinforced the justification for continuing the practice.

The Director of Security is responsible for the physical protection of Agency facilities. He carries out this responsibility through the Chief, Physical Security Division and the Chief, Headquarters Security Branch. All of these officers are on constant alert to handle emergency situations that occur with reference to the several Agency facilities in the Metropolitan Washington area. These officers are required to respond to such emergencies and must at all times have available transportation for this purpose. When crises arise their response cannot be dependent upon availability of public transportation nor exigencies of personal vehicle needs.

More importantly, the Director of Security, the Chief, Physical Security Division, and the Chief, Headquarters Security Branch in carrying out their facility protection responsibilities are called upon to make frequent inspections of Agency facilities during nonduty hours (both nights and weekends). Their capability of carrying out these responsibilities and duties is enhanced to the point of virtual need by the ready availability of a Government vehicle equipped with emergency radio equipment on the security communications net.

The SSD Duty Officer (a roster-type assignment) is responsible for handling operational support and personnel security emergencies outside of normal duty hours. This emergency responsibility also requires an instant alert capability with ready accessibility to official transportation on the security emergency radio net. The types of emergencies involved in this function and the effectiveness of the response at times would not permit dependence on public transportation nor exigencies of personal vehicle availability.

The temper of the times reflects that the threat level to Agency installations in the Washington area remains high. Operational support and employee emergency activities also continue with great frequency. The evidence continues to support the home-to-work use of Government-owned vehicles by the Director of Security, the Chief, Physical Security Division, the Chief, Headquarters Security Branch, and the SSD Duty Officer so that these individuals may carry out their official duties in timely fashion and effectively outside of normal duty hours.

4. Recommendation: It is requested that you continue the authorization for the home-to-work use of Government-owned vehicles by the Director of Security, the Chief, Physical Security Division, the Chief, Headquarters Security Branch, and the SSD Duty Officer in accordance with the provisions of Headquarters Regulation

STAT

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Attachment
Reference

APPROVED:

Deputy Director for Administration

Date

Distribution:

Original - Return to D/Security

1 - DDA

① - DDA Registry

MEMORANDUM FOR THE RECORD

FROM:

Director of Security

SUBJECT: Office of Security Vehicle Program

33 FEB 1981
STAT
Transp. I

1. On Wednesday, 7 January 1981, I discussed with Don Wortman, the Deputy Director for Administration, the use of official vehicles by Office of Security personnel. In general, I touched all the bases on this topic, including the use of the new fleet of automobiles acquired in the last year for the use of our investigators in the field. I told Mr. Wortman that it was current practice within the Office of Security to have the Director of Security and the assigned Personnel Security (SSD) Duty Officer (for a given night) take an official vehicle home to their residence. The latter practice assured both of these officers being able to respond to security emergencies in the metropolitan area and also, in the case of the Director of Security, to be readily available, during off-duty hours, to conduct unannounced security inspections. Mr. Wortman expressed complete satisfaction with this entire program, including the latter arrangements as they pertain to the Director of Security and the Personnel Security (SSD) Duty Officer.

2. Having created a full frame of reference for the DDA on subject topic, I then asked his permission to broaden the emergency coverage aspects of this program by endorsing a return to an earlier practice stopped in recent years: To allow the Chief, Physical Security Division and the Chief, Headquarters Security Branch to take official cars home to their residence each night. This would allow for a broadened emergency response capability, plus facilitating unannounced inspection visits to Agency buildings. Mr. Wortman indicated that this was a good idea and that we should proceed with its implementation. I subsequently advised the Deputy Director of Security (PTOS) to arrange for the use of official vehicles in that fashion by the Chief, Physical Security Division and the Chief, Headquarters Security Branch.

3. It goes without saying that the four (4) vehicles thus involved in the Headquarters area will not be used for personal purposes by the officers involved.

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OS REGISTRY
FILE 5/14/82

5 MAY 1982

MEMORANDUM FOR: Chief, Physical Security Division
Chief, Headquarters Security Branch
Chief, Security Support Division

FROM:

[Redacted]
Director of Security

STAT

SUBJECT: Home-to-Work Use of Office of Security Vehicles

Effective 1 May 1982, the practice of allowing selected PTAS Security Officers* to take official cars home in order to respond to after-hours emergency or inspection requirements was discontinued. Until further notice, the Personnel Security Duty Officer (a weekly rotating assignment) out of the Security Support Division will be allowed to take an official car home to respond to personnel security emergency situations.

[Redacted]
STAT

*Chief, Physical Security Division and Chief, Headquarters Security Branch

Distribution:

1 - EA Addressee
① - OS Registry
1 - D/Sec chrono
1 - P&M/Log via DD/P&M
D/Sec [Redacted] rjw (5 May 82)

STAT

OS REGISTRY


29 NOV 1982

Per 2

X Per-2

MEMORANDUM FOR: Executive Officer to the DDA

FROM:


Deputy Director of Security
Policy and Management

STAT


SUBJECT: Official Transportation During
Snow Emergencies

REFERENCE: Memorandum to DA Office Heads
from EO/DDA dated 19 Nov 1982,
same Subject

Please be advised that the Office of Security will not
require LSD/OL weather emergency transportation support. Weather
emergency staffing procedures have been established by the
Office.

STAT

Distribution:

Orig. - Adse
1 - PPG Chrono
① - OS Registry 1 - DD/P&M
OS/P&M/PPG  bc
(29 November 1982)

STAT

OS 2 2845/A

ROUTING AND TRANSMITTAL SLIP

Date

11/22/82

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

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| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

I suggest someone coordinate with [redacted] on this. I seem to recall that last year we provided a negative response, & we have an OS notice on weather emergencies.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

DD / P & M

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1981-0-361-529 (146)

HEET

US REGISTRY

FILE Pers 2

19 NOV 1982 x Pers 2

MENTS (Number each comment to show from whom
som. Draw a line across column after each comment.)

Pls note
7/11/82 deadline

STAT

12.

13.

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15.

FORM
1-79610 USE PREVIOUS
EDITIONS

NS 2 2845

19 NOV 1982

OS RECEIVED
FILE *Lester*

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM:

Executive Officer to the DDA

STAT

SUBJECT:

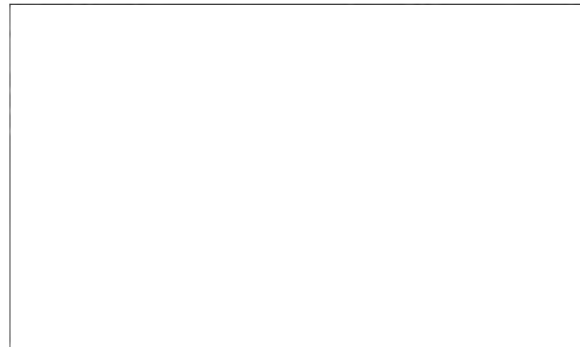
Official Transportation During Snow Emergencies

1. The Logistics Services Division (LSD/OL) is currently in the process of updating its emergency transportation plan which is to be implemented in the event weather conditions render public transportation immobile. It is requested that you submit a listing of essential individuals in your component who might require official transportation during snow emergencies. Also provide the name and home telephone number of your designated contact officer who will be notified when the emergency transportation plan is implemented. Each individual on your list should be advised that it will be his or her responsibility to contact LSD on and request this service. STAT

2. Please bear in mind while compiling your list that resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. Your list, therefore, should be limited to those individuals who have been designated in writing as absolutely essential to the continuing operation of the Agency, who need transportation, and who live within the close vicinity of the Headquarters Building.

3. It is requested that your list be forwarded complete with name, title, address, and home telephone number to this Office by 7 December 1982.

STAT



OS 2 2845

25 October 1982

OFFICE OF SECURITY DIRECTIVE NO. 82-10

FOR: All Office of Security Employees

FROM: [REDACTED] Director of Security

STAT

SUBJECT: Staffing for Weather Emergencies

RECISSION: OS Directive No. 81-12, dtd 21 Sep 81

1. This Directive establishes minimum Office of Security personnel staffing requirements during officially proclaimed weather emergencies.

2. Office of the Director of Security: The senior Office of Security officials designated below will report for duty according to the schedule noted once a weather emergency has been officially proclaimed; in this event, he will serve as the senior Office of Security official:

STAT

Mondays:
Tuesdays:
Wednesdays:
Thursdays:
Fridays:
Alternate:

To ensure coverage of the Office of the Director of Security during officially declared weather emergencies as set forth above, the individual designated for duty on the day of such emergency will confirm his availability telephonically to the Security Duty Office. If such confirmation is not received by 0730 hours on such days, the SDO will attempt to contact the designated individual by telephone. If the SDO is unable to contact the designated individual, he will notify the alternate designee who will be expected to report for duty. If the SDO cannot contact the alternate, the next designated official on the above list will be notified and expected to report for duty.

ADMINISTRATIVE-INTERNAL USE ONLY

3. Component Coverage: Functional Deputy Directors will maintain up-to-date rosters and emergency notification plans for office coverage of their components during weather emergencies. During such emergencies, these plans at a minimum will ensure that:

- Division and branch chiefs or their representatives are at least telephonically available;
- Headquarters coverage of Security Records Division and Physical Security Division is adequate.

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